

**Department of Commerce**  
**Office of the General Counsel**  
**Office of the Assistant General Counsel for Administration and Transactions**  
**General Law Division**  
**Attorney Advisor**

The General Law Division, Office of the Assistant General Counsel for Administration and Transactions, Office of the General Counsel provides legal support and advice regarding diverse legal matters and issues affecting the administrative operations of the agency. The General Law Division is seeking highly motivated attorneys experienced in handling a broad range of appropriations and fiscal law issues and who possess the ability to work efficiently and effectively on a variety of other legal matters.

Division attorneys provide legal advice to agency leadership and management regarding compliance with appropriations law to include the Anti-Deficiency Act, Miscellaneous Receipts Statute, Recording Statue and other fiscal and financial statutes. The Division also advises on the Privacy Act, Federal Advisory Committee Act, Paperwork Reduction Act, Anti-lobbying Act; delegations of authority; printing; publishing and advertising; personal property issues; government travel, records management and disposition and the development of intra/inter-agency agreements. Division attorneys are also responsible for providing Departmental offices and bureaus with intellectual property advice in areas such as trademarks, copyrights, trade secrets, and use of social media.

These positions may be filled at the GS-12, 13, 14, or 15 grade level. Salary Range is \$77,490 to \$160,300.

Promotion potential to a GS-15; (promotions are neither guaranteed nor implied).

**Qualifications:**

- For a GS-12: J.D., 2 years of professional legal experience is required.
- For a GS-13: J.D., 3 years of professional legal experience is required.
- For a GS-14: J.D., 4 years of professional legal experience is required.
- For a GS-15: J.D., 5 years of professional legal experience is required.

**Position Requirements:**

- Citizenship: Must be a U.S. citizen.
- Education: Meet the minimum education requirements of successful completion of a full course of study at a law school accredited by the American Bar Association (ABA) with a professional law degree at the time of selection; and
- Bar Membership: Provide proof of an active bar membership in good standing of the bar of a state, territory of the United States, the District of Columbia or the Commonwealth of Puerto Rico.

To be considered, please submit a cover letter and resume that demonstrate: an ability to conduct complex legal research, engage in sound legal analyses and present the results in a clear, precise and persuasive manner; and an ability to communicate verbally and in writing. Resumes should be sent to [GeneralLaw@doc.gov](mailto:GeneralLaw@doc.gov) by date February 26, 2016.

Applicants who are not selected for interviews will not be notified that they have not been selected.

